



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

March 11, 2009

C.J. Valentine  
Director, Human Resources  
Barksdale, Inc.  
3211 Fruitland Avenue  
Los Angeles, CA 90058

Dear Mr. Valentine:

RE: FINAL MONITORING VISIT REPORT for Barksdale, Inc. – ET07-0227

Date of the Visit:	02/05/09
Beginning/Ending Time:	10:00 a.m. – 12:00 p.m.
Date of Last Visit:	05/22/08
Visit Location:	Los Angeles
Persons in attendance:	C.J. Valentine, Barksdale Maria Gonzalez, Barksdale Mark Reeves, ETP Analyst
Action Required:	No

## CONTRACT INFORMATION:

Term of Agreement:	12/30/06 – 12/29/08	Agreement Amount:	\$174,420
Training Start Date:	01/16/07	No. to Retain:	170
Date Training must be Completed:	09/30/08	Range of Hours:	24 - 64
Type of Trainee:	Retrainee	Weighted Ave. Hours:	57

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ETP (04/15/05)

**FINAL REPORT SUMMARY:**

• ***HISTORY OF AGREEMENT***

Training began on January 16, 2007 and Ms. Gonzalez confirmed that all training for this Agreement was completed by June 10, 2008, which allowed for the 90-day retention period to be completed within the contract term end date of December 29, 2008.

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

Trainees Enrolled:	197	Completed Training:	42
Trainees Started Training:	60	In Retention Period:	0
Dropped Following Enrollment:	18	Completed Retention:	42
Completed Minimum Hours for Reimbursement:	42		

***Breakdown and discussion of expected earnings:***

As of this meeting, your records indicate that 42 trainees completed training. The ETP Class/Lab Tracking System shows that these 42 trainees completed a cumulative total of 1,921 hours of class/lab training. You reported that Barksdale's final invoice had been submitted and your projected earnings were \$25,496. However, upon closer inspection of your project statistics, Mr. Reeves discovered that 13 of the 42 trainees who completed the minimum required 24 hours of training were not included on any of the P2 (Completion) and/or P4 (Final) invoices that were submitted for payment to date.

Ms. Gonzalez confirmed that all 13 trainees in question met the retention requirements and should have been closed out accordingly. Based on these findings, Mr. Reeves informed ETP's Fiscal Unit of your request to reopen the online system to allow the company to submit P2 and P4 invoices for these trainees. On February 17, 2009, Mr. Reeves notified you and Ms. Gonzalez that ETP's Fiscal Unit had reopened the online system to allow you to submit additional invoices for payment, excluding any trainees who did not complete the minimum required 24 hours of training.

Following the submittal of your additional invoices, the current ETP Contract Status Report shows that Barksdale now has \$34,271 in approved earnings, which is equivalent to 20% of the total amount encumbered for this Agreement. You and Ms. Gonzalez confirmed that you expect Barksdale's completion rate to remain at 20% upon project closeout.

**ATTENDANCE ROSTERS:**

Mr. Reeves reviewed class/lab attendance rosters for ten trainees billed for final payment on Invoices Nos. 9 and 11. The rosters covered the period from January 16, 2007 through November 19, 2007. During the review, Mr. Reeves advised Ms. Gonzalez that training documentation was missing for one trainee (G. Zirtzman) for the period covering May 14 - 18, 2007. Mr. Reeves also advised Ms. Gonzalez that rosters were missing for six additional dates: 4/13/07, 4/20/07, 4/27/07, 5/9/07, 5/16/07, and 5/23/07. The ETP Class/Lab Tracking system indicates that Continuous Improvement classes took place on each of the dates in question. Ms. Gonzalez agreed to locate all missing records and forward copies to Mr. Reeves for review.

On February 16, 2009, Ms. Gonzalez provided Mr. Reeves (via e-mail) with a copy of the signed multiple-date attendance record for G. Zirtzman and a copy of the multiple-date attendance roster which accounts for the six dates noted above.

During today's meeting and subsequent desk review of your misplaced records, Mr. Reeves found that ETP requirements were met and properly documented. The review also confirmed that these trainees completed 29.5 to 64 hours of class/lab training from the approved curriculum.

These findings are based only on the training records reviewed during this visit (and those submitted for review via e-mail) and represent only a sample of the training records. It is your responsibility to ensure that 100 percent of all training records are in compliance with Panel requirements prior to the closeout of this Agreement (Reference: Title 22, California Code of Regulations, Section 4442).

#### • ***INTERVIEW WITH THE CONTRACT REPRESENTATIVES***

Based on your company's lower than expected completion rate, Mr. Reeves inquired regarding the barriers that precluded Barksdale from performing better on this Agreement. You and Ms. Gonzalez explained that operational budget reductions negatively impacted the company's ability to provide significant blocks of training to all of the employees initially targeted for training. You also reported that early training projections may have been overly optimistic during the development stage of this Agreement.

You and Ms. Gonzalez informed Mr. Reeves that Barksdale did not experience any significant record keeping problems during the administration of this Agreement. You informed Mr. Reeves that Barksdale will be assessing its training objectives moving forward and will evaluate the possibility of seeking additional ETP funding in the near future.

#### **AUDIT:**

Barksdale will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Mr. Reeves at (818) 755-3635 or by e-mail at [sreeves@etp.ca.gov](mailto:sreeves@etp.ca.gov) within ten (10) working days from the receipt of this report.

Sincerely,

**Signature on file**

Dolores Kendrick, Manager  
North Hollywood Regional Office

**Signature on file**

S. Mark Reeves, Contract Analyst  
North Hollywood Regional Office

cc: Maria Gonzalez, Barksdale (via e-mail)  
David Guzman, Chief, Program Operations Division (via e-mail)  
Kulbir Mayall, Manager, Fiscal and Certification (via e-mail)  
Master File  
Project File

Date report mailed to Contractor 3/25/09